

INFORMATION BULLETIN

JOB TRAINING PARTNERSHIP ACT

Employment Development Department

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TO: SERVICE DELIVERY AREA ADMINISTRATORS
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS
EDD JOB SERVICE OFFICE MANAGERS

SUBJECT: TRAINING-FOR-TRAINERS

The Capacity Building Unit (CBU) is offering a two-day Training-for-Trainers Workshop. The intended audience would be trainers in your organization who have had no formal instruction or anyone who would like an introductory overview.

The purpose of this workshop is to assist each participant with a practical approach to conducting workshops for clients, techniques for in-house training projects, organizing and evaluating their training session, determining present skills, and creating a plan for increasing those skills. In addition, we will look at adult learning theory and the difficult workshop situation.

Two pilot workshops will be conducted in Sacramento; the dates for the first workshop are June 23-24, 1998, and the second workshop dates are June 25-26, 1998. The location will be the Aspen Room at 750 N Street, Park Complex East (across from the Job Training Partnership Division). Each class will be limited to 12 participants. For further information please contact:

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/S/ BILL BURKE
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